

## **ATTACHMENT 6**

### **INVOICE INSTRUCTIONS**

## **SPECIAL INVOICE INSTRUCTIONS**

Contractors under the Remedial Action Contract 2 (RAC 2) shall submit invoices/vouchers through an Electronic Commerce (EC) system. This system complies with the Paperwork Reduction Act of 1980, 44 U.S.C. 3501, in that it will serve to improve the productivity, efficiency, and effectiveness of the RAC 2 invoicing process. This new process also reduces the potential for data entry errors, which ultimately reduces re-submission costs to both the contractors and the Federal Government.

In addition to the requirements set forth in FAR 32.905, an invoice or request for contract financing payment must meet the following contract requirements in order to be considered a properly submitted invoice/voucher:

a) The contractor shall generate and submit all invoices or requests for financing payment using the Agency's prescribed EC system located at the provided web site address. Until otherwise directed in a modification to the contract, the Contractor shall submit a PDF via e-mail of the original invoice to the Contracting Officer (CO) and Project Officer (PO). For Cost-Reimbursable contracts a separate SF-1035 must be submitted as a PDF via e-mail to the CO and PO for each work assignment and at the contract level. For Indefinite Delivery/Indefinite Quantity contracts a separate SF-1035 must be submitted as a PDF via e-mail to the CO and PO for each task order. No other copies will be sent to any other office. The contractor shall include in this submission Exhibit 1 from Section 5.0 of the Reports of Work via e-mail as both a PDF and in a modifiable spreadsheet version to the PO.

b) When preparing invoices, the Contractor shall include the following data in its submission (data required for submissions may be subject to change). The invoice submission is generated using data submitted electronically as laid out in the Reports of Work Section 6.0:

- i. Invoice/Voucher Number
- ii. Invoice/Voucher Date
- iii. Beginning date of period that costs are incurred
- iv. Ending date of period that costs are incurred
- v. Contractor Name
- vi. Contract Number
- vii. Task Order or Work Assignment Number
- viii. Costs Incurred
- ix. Base Fee
- x. Award Fee
- xi. Incentive/Disincentive Fee
- xii. A summary of all current costs for the billing period and cumulative costs by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
- xiii. Total Amount of Invoice